Currently registered students notify UOW Disability Service of their enrolment and any RA issues or changes to their circumstances.

New registrations occur throughout the academic year.

Disability Service DLO consults, reviews & completes new RA document & sends to the student to distribute to their academics. Copy sent to Faculty SSA.

Each session - Student sends RA document to their Subject Co-ordinators & requests receipt confirmation.

Subject Co-ordinators are provided with a list of RA Students enrolled in their subject around Session Key Dates – Weeks 3, 6 & 9. Copy sent to Faculty SSA.

Student liaises with their academics, as required ie. in-session exam arrangements.

Student provides a copy of their RA document to other relevant teaching staff in their subjects.

UOW Disability Service will advise Subject Co-ordinators and Faculty SSAs of any changes in students’ RA status during session.